

Discipline Notice

The Company recognizes that you should be informed of the standards of conduct expected of you and the consequences that will result if those expectations are not fulfilled. It is your responsibility to read and understand and abide by Company policies and rules of conduct. You will be held accountable for your conduct.

Associate Name Diane Ames	Job Title Department Head	Location/Store No. 1975	Department 28	Date of Hire 11/12/01
What Action is Being Taken?	<input type="checkbox"/> Counseling Session <input checked="" type="checkbox"/> Final Counseling <input type="checkbox"/> Termination Session			
Check the Appropriate Work Rule Violation	<input type="checkbox"/> Inappropriate Behavior/ Conduct Unbecoming <input type="checkbox"/> Possession of Weapons and Explosives <input type="checkbox"/> Violation of Substance Abuse Policy <input checked="" type="checkbox"/> Major Violation <input checked="" type="checkbox"/> Attendance/Punctuality <input type="checkbox"/> Violation of Safety Policy <input type="checkbox"/> Workplace Activity (Loafing) <input checked="" type="checkbox"/> Minor Violation <input type="checkbox"/> Failure to Act with Integrity and Honesty <input type="checkbox"/> Violation of Staffing Selection Policy <input type="checkbox"/> Workplace Violence/Threats of Violence <input type="checkbox"/> Failure to Follow Instructions/Insubordination <input type="checkbox"/> Failure to Meet Background Check Standards <input type="checkbox"/> Respect Violation <input type="checkbox"/> Other, specify _____			
State What Happened (Attach Additional Sheets When Necessary)	<p>Diane has accumulated an additional 4 occurrences in the Home Depot attendance policy. Diane has a total of 9 occurrences in the Home Depot attendance Policy.</p> <p>For example, relevant information may include:</p> <ul style="list-style-type: none"> ♦ When did it occur? ♦ Who was involved? ♦ Where did it occur? ♦ Impact to the Company. ♦ Other information. <p>5/5/06 - Tardy = 1 point 5/7/06 - Mispunch = 1 point 5/8/06 - Tardy = 1 point 5/14/06 - Mispunch = 1 point</p>			
State the Improvement Required of the Associate	<p>Diane needs to be at work on time and punch in on time for her shifts. Any further occurrences or violations of the Home Depot Code of Conduct will result in Termination.</p>			
Previous Notices	<p>Has Associate Received Previous Discipline Notices in the past 12 months?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p>All Disciplinary Actions must go through the approval process prior to issuance to an associate. A salaried manager and the Human Resource Generalist of the facility or business unit must approve all disciplinary actions for an hourly associate. The Director of the business unit or District Manager and the Human Resource Generalist of the facility or business unit (RHRM in divisions or Director) must approve all disciplinary actions for a salaried associate. For disciplinary actions resulting in termination, see approval and notification requirements for both hourly and salaried associates in Termination SQR.</p>				
Approval	<p>Manager Approval</p> <p>Signature <u>MICHAEL MORSE</u></p> <p>Date <u>17 May 06</u></p> <p>Print Name <u>MICHAEL MORSE</u></p>			
Signatures	<p>Associate Receiving Discipline Notice</p> <p>By signing this document, I acknowledge only that I have received the Discipline Notice. I do not represent that I am in agreement with the Notice. If this is a Counseling or Final Counseling, I acknowledge that future violations of any Company policy may result in disciplinary action, up to and including termination of employment.</p>			
	<p>Supervisor / Manager Conducting Counseling Session</p> <p>Date <u>5/18/06</u></p>			